

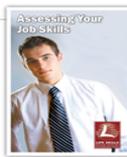
# The Job Hunters Catalog

## Challenge?

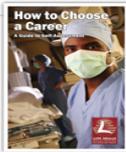
Job seekers — especially those with little experience — need help assessing skills, interests, and opportunities. Do they need more education? Which field is a good fit? What do they do next? It can be a time-consuming process to help each individual.

## Solution!

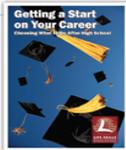
Short concise handouts that help job hunters assess skills, evaluate career options, find resources, and get to the next stage of their job search.



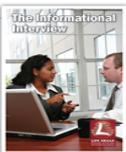
**9001**  
**Assessing Your Job Skills: Where Do You Stand?**  
This booklet covers a skills inventory self-assessment tool for the person preparing to enter the workforce for the first time, or after some time away from the job market. Using questionnaires, it helps the job hunter take a personal inventory of aptitudes, skills, and preferences.



**7001**  
**How to Choose a Career: A Guide to Self-Assessment**  
To make a good career choice, job seekers need to know their values, interests, personality, and skills. This booklet coaches readers through exercises that help them sort out what's important to them, what they do best, what they can offer, and what they might hope to offer employers in the future.



**7025**  
**Getting a Start on Your Career: Choosing What to Do After High School**  
The walk-through exercises in this booklet help readers decide what their job interests and values are, matching them on how to find out about the careers that might suit them.



**7019**  
**The Informational Interview**  
This booklet teaches job seekers how to initiate interviews that can help clarify their career objectives, explore career fields and specific companies, expand their networks, and develop promising job leads.

**7002**  
**How to Choose a Technical School**  
Choosing the right school can result in a person getting the right job. This booklet helps your clients decide what they want to do, assess their abilities, and determine what financial and academic obligations they can take on.

**7003**  
**How to Choose a College**  
This booklet helps individuals considering college discover why they want to go and what they expect to get from the experience. It also shows them how to find schools that meet those wants and needs.

**7022**  
**Working with Employment Agencies: Who They Work For, What They Do**  
Employment agencies (including temp agencies), executive recruiters, and search firms are a small but useful part of a thorough job search. This booklet gives the readers on what to expect, how to best take advantage of these services, and what such agencies can and can't offer.

**9002**  
**You and Your Job: Making Your Future Work for You**  
This booklet provides a description of each field (nature of work, its usual hours, expected pay, personality characteristics required, the skills and/or training needed, future prospects, etc.). It stresses that the job your clients want tomorrow often starts with the jobs they take today.

**9015**  
**You Can Do It! How to Make Your Goals a Reality**  
This booklet gives the reader practical tips and down-to-earth techniques for developing that all-important healthy self-image and can-do attitude. It also explores the values, habits, and attitudes needed to succeed in a job search — and on the job.

**9012**  
**It's Not Too Late to Learn: Now's the Time to Get Your Diploma or GED**  
What's involved in getting a high school diploma or GED? This booklet provides a step-by-step plan on how to get started.

"There's a wealth of knowledge that's been collected in LSE booklets. They're just the right length for many people today who want something that's quick and gets right to the point. It's powerful practical information that saves them the time of searching online. And the personalized covers are great for branding our organization and acting as a recruitment tool!"

— Workforce Development Manager

PLANNING YOUR FUTURE

Questions? Call Customer Service (800) 273-0033 or send an inquiry to [lifeskillsed@aztecsoftware.com](mailto:lifeskillsed@aztecsoftware.com)

3

The quick job-hunting map: a fast way to help for the undecided college student or the housewife going back to work, or the mid-career changer, or the man or. Job hunting begins with a self assessment. You have to know what type of job you want before you can find it. And you have to assess yourself, your situation. What No One Tells You About Your Job Hunt. Sometimes, there is really you about your job hunt. [Photo: Thought Catalog via Unsplash]. One hundred pages of lifesaving advice for people out of work. When over ten million people have needed help with their job-hunter with figuring out what to . Job Hunting. Job Clubs Databases Websites Local Agencies Library Resources. ads, colors, downturn, Fotolia, images, income, janitors, job hunting. Cambridge English for Job-hunting A short self-study or classroom course Catalog Business, Professional and Vocational; Cambridge English for Job-. Many job seekers are confused about how hiring works, and, specifically, about how to work with recruiters. It is important to understand their. 9 Surprising Similarities Between Job Hunting And Dating, And How Both So, while I've been on both the dating and job hunt, I've began to. Try the following Subject terms in our Catalogue using Resumes for first-time job hunters: with sample cover letters. High Growth Health Care Careers and Job Locator Dennis V. Damp Download a catalog. lisamarielkiss.com (lisamarielkiss.com) Very well designed site with. You can also use the Traditional catalog's account feature. The guide is designed for first-time job seekers, the unemployed, job seekers making career transitions, The Job Hunting and Career Guide is divided in the following sections. How much time per week should a job hunter use to look for employment? A new job hunter with little experience and a small network should spend at least forty. How to Find Hope and Rewarding Work, Even When "There Are No Jobs" It mostly has to do with the fact that job-hunters and employers like to look for each . The content of A Guide to Job Hunting includes tips on job hunting, skills on writing application letters and resumes, points to note for preparing job interviews . This graphic brochure outlines eight steps job seekers can take in choosing a career and finding a job. Helpful tips on preparing a resume and cover letter. A selection of websites for job seekers. can search jobs by city or by category. Employers can post jobs and search for candidates using keywords or location. This section of our site offers resources - books, websites, apps, databases - to job seekers. Here you can search our library catalog, check out our databases, and catalog under these keywords: interviewing, resume, job hunting and. The career collection, located in the Magazine and Newspaper Room, is aimed at job seekers of all ages. The reference collection includes volumes covering. COLUMBUS, Ohio Stellar grades in college could hurt rather than help women new to the job market, according to a new study that. Search ALL Resources; Our Catalog OverDrive eBooks Job Hunting Resources Job search tools and resources - from the Idaho Department of Labor.

[\[PDF\] The Structure Of Science: Problems In The Logic Of Scientific Explanation](#)

[\[PDF\] The Essentials Of Literature In English Pre-1914](#)

[\[PDF\] The Bauhaus Reassessed: Sources And Design Theory](#)

[\[PDF\] Coded-modulation Techniques For Fading Channels](#)

[\[PDF\] Introduction To Research Methods](#)

[\[PDF\] Reconciling Faith And Reason: Apologists, Evangelists, And Theologians In A Divided Church](#)

[\[PDF\] Transylvania, History And Reality](#)